

Fish 'R' Net Instructions

Access Your Pay Stub and Other Payroll
& Personal Information

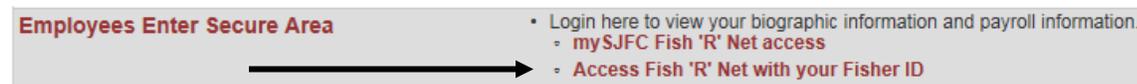


To begin the process you will need access to the internet. All computers on campus meet these requirements. If you do not own a computer you can gain access to the web using any public computer on campus or at your local public library.

Access Fish 'R' Net directly:

Point your browser directly to the Fish 'R' Net web site, <http://fishrnet.sjfc.edu>.

To access your information click **Access Fish 'R' Net with your Fisher ID** in the **Employees Enter Secure Area**.



You will be taken to the screen where you will enter:

- A) **USER ID**, your Employee ID number or your social security number. When entering your SSN use only the nine numbers. Your Employee ID is the @number printed on your employee id card that was issued by Safety & Security. When entering your Employee ID use the @ sign and the eight digits that follow; no dashes, slashes, hyphens. i.e. @98765432.
- B) **PIN**, your initial PIN is your date of birth in the format of **mmddy**. i.e. date of birth is January 3, 1945 format entry is **010345**

The first time you sign into Fish 'R' Net you will be asked to do three things:

- 1) Change your PIN. If you have entered your information correctly a screen will appear stating your PIN has expired and you need to create a new PIN. The new digit PIN can be an alpha-numeric combination. I urge you to create a PIN that you will easily remember, but that others will not know or be able to guess. **Always, always** keep your PIN confidential.

Change PIN

 You must enter your old PIN and your new PIN. Re-enter your new PIN for verification. Your PIN must be 6 characters long and the format must comply with your site's rules. When finished, click Change PIN.

Enter Old PIN:	<input type="text"/>
Enter New PIN:	<input type="text"/>
Re-enter New PIN:	<input type="text"/>
<input type="button" value="Change PIN"/> <input type="button" value="Reset"/>	

- 2) Establish security questions. Once your PIN has been successfully changes, you will be asked to define two security questions from a list of pre-defined questions.

These questions and answers can be used in the future if you ever forget or misplace your PIN. By correctly answering the security questions, you will be allowed access to Fish-R-Net. No office on campus has access to the answers of your security questions. If you forget the answers, you can contact the OIT Help Desk or the Payroll Office to have your PIN re-set.

- 3) Read and agree to the terms of Fish 'R' Net usage. Since Fish 'R' Net is used by students, faculty, and employees the usage agreement is a thorough document. It is important that you read and understand this document. If you do not agree to the terms of usage, you will not be given access to Fish 'R' Net.

After agreeing to the terms of usage, you will be forwarded to the Fish 'R' Net main menu

Access Fish 'R' Net via portal:

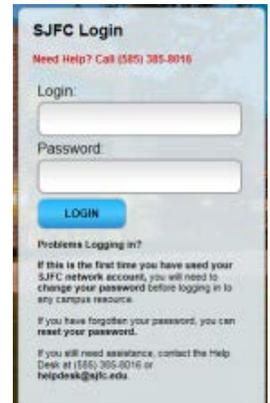
(This option can only be used after you have activated your system Login and created a Password.)

To access your information enter your system Login, Password and click the blue "Login" button.

Upon successfully entering the MySJFC site there will be a group of icons on the left side of the screen.



Click the Fish 'R' Net icon and the Fish 'R' Net main menu will immediately come up.



Fish 'R' Net – The Inside View:

When the Fish 'R' Net main menu appears you will have access to at least the following two modules:

Employee Services

View your paystubs, job history, deductions/benefits, W4 data, time off balances and W2 forms.

Personal Information

View your address (es), phone number(s), e-mail address (es), and emergency contact information; View information concerning name and social security number changes; Change your PIN

In the  **Employee Services** module the five topic areas are:

- ❖ **Pay Information**
View your Pay Stubs, your Earnings and Deductions History, and your Direct Deposit information.
- ❖ **Current and Past Jobs**
View your job title(s) with corresponding job information.
- ❖ **Benefits and Deductions**
View your Cafeteria benefits, your Flex Spending Account(s), your Retirement plan(s), and your Federal and NYS tax information and your Miscellaneous deductions.
- ❖ **Annual W-2 Form**
View your annual your W-2 Form.
- ❖ **Current Leave Time Balances and History**
View your available Floating Holiday, Paid Absence and Vacation hours.

In the  **Personal Information** module the six topic areas are:

- ❖ **Change Security Question**
- ❖ **View Address(es) and Phone(s)**
- ❖ **View E-Mail Address(es)**
- ❖ **View Emergency Contacts**
- ❖ **Name Change Information**
- ❖ **Change your Fish-R-Net PIN**
Need to update your PIN? Change it here.
- ❖ **Reset your Banner password**
Use this link to reset your Banner password (College employees only)
- ❖ **Technology Training – Atomic Learning**
Online video-based software training
- ❖ **Manage E-Mail Distribution List Subscriptions**
Use this page to modify your subscription to student group e-mail distribution lists.

General Notes:

- ❖ Inactivity for several minutes may result in you being 'logged out' of Fish 'R' Net. If that happens, simply 'log in' again.
- ❖ Fish 'R' Net is available 24 hours a day.
- ❖ If you have difficulty accessing the web products from off campus it may be a problem with your particular browser.
- ❖ Note that the date and time of your last access to the site is shown after you successfully log in. Contact the Payroll Department if you have reason to suspect that confidentiality of your PIN has been compromised and your information has been accessed without your authorization.
- ❖ Faculty and administrative employees will see the same log on screen as students; security is maintained through coding in Banner, which determines the display and accessibility of information in the web interface.

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